



PLANNING COMMISSION

May 2, 2013

CITY OF PORTAGE PLANNING COMMISSION

A G E N D A

**May 2, 2013
(7:00 p.m.)**

Portage City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

- * April 18, 2013

SITE/FINAL PLANS:

- * 1. Southwest Michigan Dermatology, 3000 Old Centre Road

PUBLIC HEARINGS:

NEW BUSINESS:

OLD BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

April 9, 2013 City Council meeting minutes
April 11, 2013 City Council budget work session meeting minutes
March 2013 Summary Environmental Activity Report

Star (*) indicates printed material within the agenda packet.

DRAFT

PLANNING COMMISSION

April 18, 2013

The City of Portage Planning Commission meeting of April 18, 2013 was called to order by Chairman Cheesebro at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Two citizens were in attendance.

MEMBERS PRESENT:

James Cheesebro, Paul Welch, Miko Dargitz, Dave Felicijan, Allan Reiff and Wayne Stoffer.

MEMBERS ABSENT:

None.

MEMBERS EXCUSED:

Bill Patterson, Dave Artley and Rick Bosch.

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services and Randy Brown, City Attorney.

PLEDGE OF ALLEGIANCE:

Chairman Cheesebro led the Commission in the Pledge of Allegiance.

APPROVAL OF MINUTES:

Chairman Cheesebro referred the Commission to the March 21, 2013 meeting minutes contained in the agenda packet. Chairman Cheesebro indicated he was not present at the March 21, 2013 meeting and would be abstaining from the vote. A motion was offered by Commissioner Welch, seconded by Commissioner Dargitz, to approve the minutes as submitted. The motion was unanimously approved 5-0-1.

SITE/FINAL PLANS:

1. Summit Polymers, 4750 Executive Drive. Mr. Forth summarized the staff report dated April 18, 2013 regarding Summit Polymers proposal to construct an approximate 55,500 square foot building addition and associated site improvements along the southern portion of the existing manufacturing facility located at 4750 Executive Drive. Mr. Forth noted the property is approximately 10 acres in size and zoned I-1, light industry. Consistent with Section 42-520.N of the Zoning Code, Mr. Forth stated the applicant has chosen to defer a portion of the required parking for the development. Deferred/banked parking spaces are identified in existing greenspace areas located along the north and northwest sides of the site and can be added in the future if determined to be necessary. The City Administration is recommending the site plan be approved.

The design engineer, Mr. Pat Flanagan, Ingersoll, Watson & McMachen, was present to support and answer questions from the Commission. There being no further questions or comments, a motion was made by Commissioner Welch, seconded by Commissioner Dargitz, to approve the Site Plan for Summit Polymers, 4750 Executive Drive. The motion was unanimously approved 6-0.

PUBLIC HEARINGS:

None

DRAFT

NEW BUSINESS:

None

OLD BUSINESS:

None

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the Commission, the meeting was adjourned at 7:07 p.m.

Respectfully submitted,

Christopher T. Forth, AICP
Deputy Director of Planning, Development & Neighborhood Services

TO: Planning Commission **DATE:** April 25, 2013
FROM: Vicki Georgeau, ¹³Director of Community Development
SUBJECT: Final Plan for Southwest Michigan Dermatology, 3000 Old Centre Road

I. INTRODUCTION:

A final plan has been submitted by Southwest Michigan Dermatology to construct an approximate 12,500 square foot professional office building and associated site improvements at 3000 Old Centre Road. The 2.0 acre property is zoned PD, planned development and part of the larger Woodbridge Hills planned development project (refer to the attached vicinity map). The proposed use is consistent with the Woodbridge Hills tentative plan designation of office for this area. The plan has also been reviewed and approved by The Moors of Portage Architectural Control Committee on March 28, 2013 (see attached letter from Ms. Jan Boody).

A new full service driveway from Old Centre Road will be constructed along the west property line and shared with the adjacent parcel consistent with the Access Management Ordinance. This shared driveway will serve Southwest Michigan Dermatology and any future development that occurs on the parcel to the west. The owner of the adjacent property, Treystar Holdings LLC, has acknowledged and agreed to this shared driveway arrangement (see attached letter from Mr. Terry Patterson).

Storm water from the development will be collected and conveyed to an underground storm water collection system located beneath the parking lot. Outdoor lighting units associated with the proposed development will include light poles with shielded fixtures and will conform to applicable ordinance standards.

II. RECOMMENDATION:

The final plan has been reviewed by the City Administrative departments. Staff advises the Planning Commission to recommend to City Council that the Final Plan for Southwest Michigan Dermatology, 3000 Old Centre Road, be approved.

Attachments: Vicinity Map
April 3, 2013 correspondence from The Moors of Portage Architectural Control Committee
April 19, 2013 correspondence from Treystar Holdings, LLC
Final Plan Sheets

s:\commdev\2012-13 department files\board files\planning commission\pc reports\site plans\southwest michigan dermatology, 3000 old centre road- fp.doc



Subject Property

3000

Old Centre Rd

W Centre Av

Vicinity Map
3000 Old Centre Road

Imagery: March 2009



1 inch = 150 feet

COPY

*The Moors of Portage Association
Architectural Control Committee
7950 Moorsbridge Road
Portage, Michigan 49024*

RECEIVED

APR 8 2013

269/329-0366

COMMUNITY DEVELOPMENT

April 3, 2013

Southwest Michigan Dermatology
Attn: Ms. Christie L. Dando
7775 Angling Road
Portage, Michigan 49024

Re: New office building at 3000 Old Centre

Dear Ms. Dando:

The Architectural Control Committee (ACC) met on March 28, 2013 to review the updated plans for your new office building.

The new set of plans was approved at this meeting, but the ACC did have three concerns.

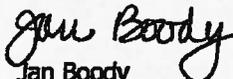
1. During the construction process they would like to have snow fence (or some other such fencing) installed around the trees that are to remain on site. This will protect the trees from accidently being damaged during the site clearing and construction.
2. They would also like to have your contractor contact Mr. Terry Patterson from Treystar to make arrangements to store the top soil in another location other than indicated on the plan during construction. The area shown on the plan is right next to the golf course and that location is not acceptable.
3. They would also like to reserve the right to review the landscaping on the north side of the building after the construction is completed as they may possibly require additional landscaping in this area.

The material list was approved as attached. Thank you for being so thorough on the drawings and the color/material selections.

Please remember that all signs and sign locations have yet to be approved. All new signage requires a stone base. If you have questions concerning the signs or other items please feel free to contact me.

We know that the doctors and staff are all excited to be moving into the new building and we are all looking forward to seeing the completed project!

Sincerely,



Jan Boody
Secretary to the Architectural Control Committee



TREYSTAR™

Tradition. Vision. Growth.

RECEIVED

APR 23 2013

COMMUNITY DEVELOPMENT

April 19, 2013

Mr. Chris Forth
City of Portage
Department of Community Development
7900 S. Westnedge Ave.
Portage, MI 49002

Dear Mr. Forth:

Please allow this letter acknowledge that Treystar Holdings, LLC is the owner of the 1.2 acre parcel known as 3020 Old Centre Road. This land parcel is immediately west of the parcel known as 3000 Old Centre Road and which is being developed by Southwest Michigan Dermatology.

Treystar Holdings is aware of the development project being proposed by Southwest Michigan Dermatology and acknowledges it will share the proposed entry drive of Southwest Michigan Dermatology when the land parcel is developed.

Should you have any questions, please feel free to contact me at your convenience.

Sincerely,

Terry Patterson
Treystar Holdings, LLC

attachment: Southwest Michigan Dermatology Site Plan

MATERIALS TRANSMITTED

CITY COUNCIL MEETING MINUTES FROM APRIL 9, 2013

The Regular Meeting was called to order by Mayor Strazdas at 7:30 p.m.

At the request of Mayor Strazdas, Portage United Church of Christ Member Don Werme gave the invocation and the City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with the following members present: Councilmembers Elizabeth A. Campbell, Jim Pearson, Patricia M. Randall, Edward J. Sackley and Terry R. Urban, Mayor Pro Tem Claudette S. Reid and Mayor Peter J. Strazdas. Also in attendance were City Manager Maurice S. Evans, City Attorney Randy Brown and City Clerk James R. Hudson.

APPROVAL OF MINUTES: Motion by Reid, seconded by Sackley, to approve the March 26, 2013 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 5 to 0 with Councilmembers Campbell and Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Urban to read the Consent Agenda. Motion by Urban, seconded by Reid, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE OF APRIL 9, 2013:** Motion by Urban, seconded by Reid, to approve the Check Register of April 9, 2013. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

PRESENTATION OF THE FISCAL YEAR 2013-2014 PROPOSED BUDGET: City Council received the Proposed Budget for Fiscal Year 2013-14, Supplemental Budget and Detail Line Item Budget. At the request of Mayor Strazdas, City Manager Evans presented the proposed 2013-14 Fiscal Year Budget to City Council and indicated that he is presenting it in accordance with the requirements of the Portage City Charter, as well as the City Council Goals and Objectives, and that a conservative approach was utilized in formulating this balanced proposed budget that provides for the core services of Police, Fire, Water and Sewer, for Fiscal Year 2013-14.

He indicated that the total budget is \$62.59 million that includes the General Fund, the Capital Improvement Fund, Curbside Recycling Fund, Leaf Pick-up Fund, Spring Clean-up Fund and the Municipal Street Fund. He pointed out that this proposed budget maintains the overall city tax rate (millage) at 10.7778 mills, the same as Fiscal Year 2012-13, and the incorporation of an approximate 2 percent reduction in property tax revenue, combined with an approximate 4 percent increase in state revenue sharing, and the Economic Vitality Incentive Program (EVIP) payments from the State of Michigan. He reviewed the major categories of the city budget and indicated that they are supplemented where possible by Federal Highway Funds, the Municipal Street Fund revenue as well as transfers from the General Fund. He indicated that remaining elements of the original South Westnedge Enhancement Projects (SWEPs) have been deferred or eliminated and significant resources previously obligated to these projects have been redirected to other primary street related capital improvements. He reviewed how the city plans to address improvements in municipal sanitary sewer service, treatment of "Tier 1," "Tier 2," and "Tier 3," street construction areas, water utility improvements and the *Placemaking* initiative undertaken in order to capitalize on past infrastructure investments directed to bikeway and trailway development; specifically, the initial development of the Eliason Nature Reserve as a major addition to the many park and recreation opportunities in the city.

He listed the top five projects in the Capital Improvement Program (CIP). He noted that this budget reflects a reduction in debt and has some service adjustments to address continuing constricted revenue as well as to ensure compliance with the Affordable Care Act (ACA). He indicated that support for human service programs remains at the Council-prescribed policy level of 0.55 percent of the General Fund and that the ending fund balance is at 25 percent of General Fund expenditures. Lastly, he indicated that the City of Portage continues to remain in the lower 25 percent of all Michigan cities of greater than 25,000 in population in terms of millage level. He said he anticipates that the proposed budget would be on the city website by the end of the week and provided notice of the City Council Budget Work Sessions, open to the public, on Thursday, April 11, 2013, from 4:30 p.m. until 8:30 p.m. and on Tuesday, April 30, 2013, from 4:30 p.m. until 8:30 p.m., Conference Room Number one. Discussion followed. At the request of Councilmember Randall, Mr. Evans agreed to provide City Council with an itinerary of each of the meetings and to post them on the city website. Discussion followed.

* **TAX EXEMPTION FOR SPRING MANOR APARTMENTS:** Motion by Urban, seconded by Reid, to accept for first reading an ordinance amendment to the Codified Ordinances of the City of Portage to modify an existing Payment in Lieu of Taxes (PILOT) for the Spring Manor Apartments located at 610 Mall Drive; and take final action on April 23, 2013, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

* **SPECIAL MEETING WITH BOARD AND COMMISSION APPLICANTS:** Motion by Urban, seconded by Reid, to set a Special Meeting on Tuesday, May 14, 2013, beginning at 5:15 p.m., to interview board and commission applicants. Upon a roll call vote, motion carried 7 to 0.

* **TREE CITY USA TREE PLANTING AND PROCLAMATION:** Motion by Urban, seconded by Reid, to receive the communication from the City Manager regarding the Tree City USA Tree Planting and Proclamation as information only. Upon a roll call vote, motion carried 7 to 0.

* **CLOSED SESSION:** Motion by Urban, seconded by Reid, to hold a closed session immediately following the regularly scheduled City Council Meeting of April 9, 2013, to discuss a City Attorney communication. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATION:

PORTAGE PLANNING COMMISSION: After discussion, motion by Sackley, seconded by Campbell, to accept the communication from the Planning Commission regarding the City of Portage FY 2013-2023 Capital Improvement Program. Upon a voice vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

* **EASEMENT RELINQUISHMENT REQUEST, BURT DRIVE (LICENSE AGREEMENT):** Motion by Urban, seconded by Reid, to relinquish the northerly and southerly 12 feet of an existing easement for drainage, sewage and other public purposes over a previously vacated section of Burt Drive and authorize the City Manager to sign the License Agreement to locate an Accessory Structure in the easement area. Upon a roll call vote, motion carried 7 to 0.

ICE RINK DISCOUNT CARD PROGRAM: City Manager Evans provided some background of the request for action regarding the Ice Rink Discount Card Program. At the request of Mayor Strazdas, City Attorney Brown indicated that it is up to City Council whether to receive and/or take action on the communication from the Park Board Chair. Discussion followed. Motion by Sackley, seconded by Campbell, to receive the communication from the City Manager regarding a report from Park Board Chair Susan Williams concerning the Ice Rink Discount Card Program for information only and asked the Administration to proceed with the preparation for a discount card for next season consistent with the recommendation in the Park Board Report. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes for the following boards and commissions:

Portage Public Schools Board of Education Special and Regular of February 25, Special of March 4, Special and Committee of the Whole Work Session of March 11, and Policy Governance of March 14, 2013.

Portage Park Board of March 6, 2013.

Portage Human Services Board of March 7, 2013.

Portage Youth Advisory Committee of March 11, 2013.

AD HOC COMMITTEE REPORTS:

LAKE CENTER BUSINESS COMMITTEE: Councilmember Sackley reviewed his communication provided to City Council dated March 27, 2013, and provided background information on the designation of an area, zoned commercial, on both sides of Portage Road just north of Centre Avenue south to Clarence Drive as a Commercial Revitalization Area under the City of Portage Comprehensive Plan. He reviewed the planned reconstruction of Portage Road in this area during the 2014 construction season, including: roadway improvements, pedestrian refuge islands and sidewalk upgrades and noted that undergrounding of utilities is not in the planned project at this time.

He referenced the City Council Retreat discussion of the need for discussion among business owners, property owners, area residents and Portage citizens in general at this time since it does affect the city-at-large and the stakeholders in that area. He indicated that the goals of the Committee are to hear from stakeholders regarding the proposed capital improvements in the area scheduled for 2014, any potential changes and/or additions to the proposed work under the Capital Improvement Program (CIP) and potential expansion of the project into other items. He mentioned that the Committee discussed the prospect of overlay zoning plans in the area as a means of providing stability and certainty for property owners and businesses that may not be in compliance with city codes as many of the structures were in place before Portage was a city and before the city had a code of ordinances for zoning which makes it difficult for property owners to make changes to the property. He also said that this area of the city has many unique characteristics as the oldest commercial and retail area of the city and is preserved as such.

He explained that the State of Michigan has expanded the Office of Urban and Metropolitan Initiatives and now has a local Representative, Andrew Haan, based downtown Kalamazoo at Southwest Michigan First, who is familiar with the area, is from the area and has confirmed his availability to assist. He reviewed the date, time, place and cost of the meeting of the Committee for discussion among business and property owners, area residents and Portage citizens in general as mentioned. Discussion followed regarding the challenges of this unique area of the city owing to its age and character. Discussion followed.

Motion by Sackley, seconded by Reid, to receive the presentation from Councilmember Sackley regarding the recent activity of the Lake Center Business Committee and scheduled a stakeholder meeting, Tuesday, April 23, 2013, at 2 p.m. at Bucky's Café, 8675 Portage Road, at a cost not to exceed \$500 with no cost for facilitation. Upon a roll call vote, motion carried 7 to 0.

SIGN ORDINANCE COMMITTEE: Councilmember Sackley announced a Business Sign Forum that will take place at 8:30 a.m., Saturday, April 13, 2013, in City Council Chambers. He discussed cost and the intent to retain the services of Tim Fallon, who has met with the Sign Committee and staff in the past. He explained the proposed content and format of the meeting and potential attendees and contributors with the purpose of the meeting to listen to citizens to see if there is a need to make adjustments to the Portage Sign Ordinance or leave it as it is. He invited all to attend and Mayor Strazdas concurred and expressed his appreciation to Community Development Director Vicki Georgeau as a facilitator. Discussion followed.

In response to Councilmember Pearson, Councilmember Sackley explained that the agenda and workflow is for the participants and staff. Mayor Strazdas offered him any information he might need and asked Ms. Georgeau to accommodate him. Discussion followed.

After thanking the Planning Commission and the Zoning Board of Appeals of their assistance, motion by Sackley, seconded by Reid, to receive the presentation from Councilmember Sackley regarding the recent activity of the Sign Ordinance Committee, ratified the retention of Tim Fallon at a not to exceed amount of \$2,750 and approve \$100 for refreshments. Upon a roll call vote, motion carried 7 to 0.

BID TABULATION:

* **EMERGENCY EQUIPMENT INSTALLATION – FORD F-250 TRUCK:** Motion by Urban, seconded by Reid, to approve the low bid for emergency equipment and installation of equipment on the Battalion Chief Vehicle to Emergency Vehicle Products of Kalamazoo, Michigan, in the amount of \$23,971.22, and authorize the City Manager to execute all documents related to this matter on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

CLOSED SESSION: 8:29 p.m.

RECONVENE: 8:54 p.m.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Sackley extended congratulations and praise to the Kalamazoo Area Math and Science Center (KAMSC) students who swept the first, second and third places of the ACM High School Programming Contest and indicated that the winners were all from Portage Northern and Portage Central High Schools. He said there was Portage High School representation in the Computer Science and the Engineering Competitions at the University of Michigan Dearborn Engineering & Computer Science Experience, and KAMSC students in the Web Design Competition.

As a promotion to Bike Week, May 11 through 18, 2013, Councilmember Randall announced a Bike Rally among Portage City Council, Kalamazoo City Commission and the Kalamazoo Area Bike Club at 9 a.m. on Saturday, May 18, 2013, starting in Portage, *A Natural Place to Move*, at Portage Celery Flats, Garden Lane, and progressing north to Mayors' Riverfront Park, 251 Mills Street, and "loop back" for a total of 16 miles with promotional details to follow and be posted on the respective websites. She mentioned that she has approached some Kalamazoo County Commissioners, also.

Mayor Pro Tem Reid indicated that the absentee ballots for the May 7, 2013 Special Election with the Renewal of the Transit Millage issue have gone out, encouraged voters to vote and that registered voters can take home an absentee ballot Saturday before the election from 8 a.m. until 2 p.m., can obtain and vote an absentee ballot in City Hall the Monday before the election from 8 a.m. until 4 p.m. and can obtain an absentee ballot on Tuesday, May 7, 2013, in the case of an emergency until 4 p.m.

Mayor Strazdas thanked City Council for all they are doing for the City of Portage, asked for positive changes to continue in Portage city government, and requested citizen input at the Business Sign Forum that will take place at 8:30 a.m., Saturday, April 13, 2013, in City Council Chambers and encouraged everyone to voice their opinions. He referenced the budget as the most significant responsibility of City Council, asked Portage citizens for input as a challenge to City Council and the Administration to make sure we are doing the right thing for our city because it starts with the dollars and it is important that we all focus on that.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:00 p.m.

James R. Hudson, City Clerk

***Indicates items included on the Consent Agenda.**

MINUTES OF THE BUDGET WORK SESSION OF THE PORTAGE CITY COUNCIL
April 11, 2013

Meeting was called to order by Mayor Strazdas at 4:30 p.m.

The following members of Council were present:
Councilmembers Jim Pearson, Patricia Randall, Ed Sackley, and Terry Urban, Mayor Pro Tem Claudette Reid and Mayor Peter Strazdas. Councilmember Elizabeth Campbell arrived at 7:20 p.m. Also in attendance were City Manager Maurice Evans, Deputy City Manager Brian Bowling, Financial Services Director Bob Luders, Finance Director Daniel Foecking, Deputy Finance Director Patricia Fitnitch and City Clerk James Hudson.

Mayor Strazdas provided introductory remarks and introduced City Manager Maurice Evans, who presented the proposed 2013-14 Fiscal Year Budget to City Council and indicated that a fiscally conservative approach was utilized in formulating this balanced proposed budget. He indicated that the core services are guarded in the budget while containment measures continue as in the past, and that a conservative approach is appropriate as this is a time of constricted revenues, lowering of property values, slow economic recovery and the many challenges for Congress and the President with the proposed Federal Budgets. Discussion followed.

He indicated that the remaining elements of the original South Westnedge Enhancement Projects (SWEPS) have been deferred or eliminated and significant resources previously obligated to these projects have been redirected to other primary street related capital improvements.

He reviewed how the city plans to address improvements in municipal sanitary sewer services, treatment of "Tier 1," "Tier 2," and "Tier 3," street construction areas, water utility improvements and the incorporation of the *Placemaking* initiative undertaken in order to capitalize on past infrastructure investments directed to bikeway and trailway development; specifically, the initial development of the Eliason Nature Reserve as a wonderful addition to the park system in the city.

He reviewed the utilization of part time and seasonal employment as a means of reducing the budget while still ensuring compliance with the Affordable Care Act (ACA) after a service review. He mentioned that Benefit Services Director Patti Thompson would explain this for them when she presents her budget overview and Director of Parks Bill Deming will provide some of the service reductions when he presents an overview of his budget. Discussion followed regarding SEWPS Projects, the ACA, outsourcing, and the challenges of tracking the hours worked by city employees.

Benefit Services Director Patti Thompson indicated that the main areas of focus for the department are: compensation, benefits, self-insured workers compensation and various legal mandates such as the Family Medical Leave Act (FMLA), the Fair Labor Standards Act (FLSA), the Consolidated Omnibus Budget

Reconciliation Act (COBRA), and the Affordable Care Act (ACA). She indicated that the primary goal of the department is to maintain competitive compensation and benefit plans for the recruitment and retention of city employees focusing on cost control while still meeting legal mandates. She stressed that labor cost control measures are still important for the city in order to provide vital services and explained. She described the proactive approach taken many years ago to the defined contribution plans, long-term funded liabilities such as the retiree health plan, the retiree health savings plan for new hires, savings in health insurance costs for non-union and Department Head personnel, and measures taken to reduce the cost of compensation for new hires. She explained department activities and successes involved in the administration of the Self-insured Workers Compensation Program and the Health Management Program.

She discussed Public Act 152 (Publicly Funded Health Insurance Contribution Act), which limits the amount of contribution allowed by the employer to an employee's health insurance, a positive factor for the city but a challenge for the employees because the excess of the cap is passed on to the employee. She mentioned the increase in deductibles and co-pays in the city insurance carrier contracts and discussed some of the details and challenges of the ACA and measures taken to be in compliance with the ACA. Discussion followed.

Information Technology Services (IT) Director Devin Mackinder announced that despite the acquisition of SARCOM in 2013 by PC Mall (PCM), increases in costs savings, operational efficiencies and computer expertise as a result of the contractual arrangement between the City of Portage and PCM continues. In fact, he indicated that additional resources have become available at no charge as a result of the new owner, including: access to a highly skilled consultant, help with regional support and increases in cost-savings for hardware and software purchases. He said that the operating budget supports the contract, the entire citywide technology infrastructure, hardware, software, voice communications, cabling infrastructure, all networks, internet, intranet, security, disaster recovery and help desk support.

He indicated that the budget reflects a reduction as a result of the drop in the accumulated funds requirement for hardware and software projects as the funds are now sufficient to begin these projects, which he said are quite large in scope and long overdue, and cited the replacement of HTE Software as an example which includes major functions for the city such as financial, permitting, building inspections, etc., and has fourteen modules altogether. He also indicated that the budget includes a major upgrade to the server farm, a renovation to the server, MicroSoft Office and a migration from Novell Network to MicroSoft Network.

He discussed IT successes in the areas of contract management/customer services and revealed a satisfaction with

customer service, but a dissatisfaction with the infrastructure owing to unacceptable cell phones coverage and slowness of the computers and the in e-mail system. Discussion followed efficiencies and cost-saving measures regarding printer maintenance. Discussion followed.

In reviewing the Cable Television Fund, Mr. Mackinder indicated that the City has a nonexclusive franchise agreement with Charter and AT&T and discussed Cable activities, cable-related activity and infrastructure. He noted that the budget reflects a continuation of 40% of the franchise fees received from Charter and AT&T go to Public Media Network (PMN) for cable services, 60% of the fees go to the city to maintain the technology and infrastructure projects, and 100% of the public service fees go to PMN, specifically for equipment purchases only. He discussed the fee amounts and indicated that the City continues to utilize the GPS unit at the Waylee Building for government productions, and internal productions can be viewed on the city website. He cited the two new large monitors and the multipurpose podium in the Council Chambers as the most recent upgrades and future replacements include a new lighting rack and new monitors on the dais. Discussion followed.

Mr. Mackinder indicated that the three primary uses of the city website are to market the city, to do business with residents with several on line services at their disposal and to provide information. He reviewed the many awards received by the website and the new Apps and some of the services that have been added to the website. Discussion followed.

Financial Services Director Bob Luders provided a brief background of the department work functions related to the budget, and emphasized procurement of goods and services, various risk management services and management of city contracts. In relation to procurement of goods, services, equipment and capital improvement, he stressed the department strives to perfect the procurement system by focusing on competition, effectiveness and partnership with the business community as well as promoting integrity within the system. He indicated that the Purchasing Department supports the various user departments each year with approximately 3,000-4,000 purchase orders, 30-35 sealed bids, the issuance of 50-60 formal contracts and over 225 other contracts.

Mr. Luders also discussed the Purchasing Department responsibilities in the areas of liability, property and automobile insurance seeking to minimize injury and loss to the city and working with Michigan Municipal Risk Authority (MMRA) for any insurance claims. He reviewed department successes in the areas of risk assessment, good relations with the business community, long term contracts such as United Water, a MMRA premium reduction, and the cooperative purchasing efforts with the County of Kalamazoo, City of Kalamazoo, Kalamazoo County Road Commission. He did mention that the savings have been minimal with the cooperative purchasing efforts, except for the use of MiDeal. He summed up and offered to answer any questions. Discussion followed.

RECESS: 5:22 p.m.

RECONVENE: 6:22 p.m.

Transportation and Utilities Director Chris Barnes indicated that the Department is responsible for street and utility improvements as part of the Capital Improvement Program (CIP) and is a department of six employees that will go down to five employees once the Contract Administrator retires. He provided an overview of the improvements to various roadways in Portage for the upcoming construction season, including: the major streets projects of Mall Drive, Forest Drive, Portage Road and Angling Road. He also mentioned the Kilgore Road bridge reconstruction over Portage Creek and the traffic signal interconnection program. He indicated that all of the projects have received Federal Aid commitments; all are part of the KATS Improvement Program; and, all are on schedule. Next, he reviewed the Major Street Budget and the Water and Utilities Budget and some portion of the General Fund Budget.

Mr. Barnes then discussed traffic engineering, water and sewer, coordination of railroad signals and crossings, MDOT Contracts, site plan review in cooperation with the Department of Community Development and Act 151 Street Administrator responsibilities. With regard to Environmental Program responsibilities, he listed storm basin monitoring, hazardous spill response and clean-up, South Westnedge Park ground water monitoring, and storm water discharge reports and permits. With regard to the General Public Services portion of the Budget, he indicated that the department performed an audit of the city street lights in cooperation with Consumers Energy and a three-year program is planned to replace all mercury vapor light bulbs with high pressure sodium bulbs. He also mentioned that this portion of the budget contains the city share of funding for the Austin Lake and West Lake water quality improvements.

When Mayor Pro Tem Reid asked about when and where placing utilities underground might be indicated, he said that because of the cost born by the local unit of one million to two million dollars a mile, it isn't always fiscally possible, especially with street assessments being eliminated. Deputy City Manager Brian Bowling discussed a review performed several years ago wherein Consumers Energy was reluctant to place utility wiring underground because the voltage was very high. Discussion followed.

Discussion ensued regarding construction and road maintenance, PACER ratings, or condition rating of the streets, and the Mill and Fill Program. After reviewing the street and utility portions of the Street Budget, he discussed the Major Street Traffic Signal System, School Crossings and Railroad Crossing maintenance and shared Signals and Crossings with the City of Kalamazoo, Kalamazoo County Road Commission and the Michigan Department of Transportation, and Local Streets traffic signal maintenance and railroad expenses.

He discussed water and sewer assessments in general, the United Water Contract, the administration of the Garden Lane Arsenic Plant Project by United Water, the savings since the privatization in 1997 of the public utilities department of one million dollars per year and the upcoming public hearing regarding the adoption of the 2013 sewer and water rate Resolutions establishing sewer and water utility rates, sewer and water franchise area fees, service fees and charges as outlined in the 2013 Utility Rate Financial Study as recommended by the City Administration and the City Council Water and Sewer Rate Study Committee. He discussed the Sewer Fund and the Water Fund and discussion with City Council followed.

Parks, Recreation & Public Services Director William Deming discussed the challenges of combining the talents of the two departments and the efforts of the use of the City of Portage logo and tagline, "A natural Place to Move" by the Parks & Recreation Department as another guide to provide foresight into amenities that would help attract young, talented individuals to the community. He discussed Federal Mandates and how they affected staffing levels, the reduction of some services and the Department priority of the effective use of resources. He discussed the modification of the hours at Ramona Park Beach and Millennium Park to focus on consistent use, the elimination of programs that had minimum interest, the refinement of the hours for Park Rangers to focus less on event assistance and more on security and patrol and explained that the Summer Entertainment Series at the end of the 2013 Season will be discontinued and explained.

Mr. Deming explained that the Parks & Recreation Division will focus more on the private rental of park facilities and cited the Hayloft Theatre, Stuart Manor, the Grain Elevator, the Overlander Bandshell and the Schrier Park facility as examples. He discussed efficiencies, the use of cost control, grants and foundation applications, expanded use of volunteers and taking advantage of the technological savvy of area youth. He also discussed grounds maintenance, cemeteries, parks, discretionary funds, keeping parks accessible, contractual services, Tree City USA, the trail system, the Eliason Nature Reserve, recreation and sports options, walk/run events, the Youth Scholarship Program, Senior Citizens Services, cultural affairs, and combined resources with the Portage District Library.

Mr. Deming reviewed the Public Services Division Budget, including the Major Streets Fund, Mill and Fill Program, Crack Filling Program, purchase of a road repair machine, Local Streets Fund, salt usage, Fleet and Facilities Fund, Equipment Fund, Operation and Maintenance Fund, and described three large examples of capital outlay to ensure an updated fleet. Discussion followed. He also discussed the Curbside Recycling Program, Leaf Pick-up and Spring Cleanup Program and the Leaf/Branch Removal/Management Program. Discussion followed.

Public Safety Director Richard White reviewed the Public Safety Budget for Police and Fire Services. He shared some of

the efforts of the Department as it relates to City Council Goal to promote quality of life in Portage through prevention and enforcement concerning substance abuse. He cited the continuation of participation in the Kalamazoo Substance Abuse Task Force, specifically, Prevention Works, and he explained the "under-aged" prevention program called "Parents who Host Lose the Most" and mentioned the letters of concern from executives of agencies in the County that continue to be mailed.

He described the Secure Your Meds Program, mentioned the Red Mail Box in the Police Building lobby for the purpose of depositing unused and outdated drugs and outlined the promotional efforts to get the information out to the public regarding this very successful program.

He also cited a recent compliance check of 48 businesses selling alcohol and all passed, and he promised to have another check campaign before graduation to emphasize the importance and necessity that businesses holding liquor licenses remain in compliance with the law. He noted that the Police Liaison Officers in the high schools gave classes on the alcohol and drug awareness and made use of "fatal vision goggles" that simulate the effects of being intoxicated and explained how the students learned from the experience.

With regard to the City Council goal of pursuing revenue enhancement through alternative funding opportunities, Mr. White indicated that this area is very competitive and sometimes the Department has to pursue grants three to four times before being successful.

He discussed the effect on the quality of life in Portage as a result of the frequency of crime and traffic crashes and the retention of a \$50,000 grant that resulted from the research by other cities which studied the crime patterns and traffic crash locations within their cities with some areas that overlap. He noted that these cities made the decision to provide highly visible traffic enforcement in those areas which resulted in a lowering of the traffic accidents and an impact on crime in those areas. He also outlined some of the positive results from Portage Police efforts thus far.

With regard to the Federal Communications Commission (FCC) requirement that the city half-band all radio frequencies, Mr. White indicated that the process has been completed through the use of a Federal Emergency Management Agency (FEMA) Grant of \$35,000 cooperatively written countywide which enabled the Public Safety Department to half-band Fire Department equipment to pagers and still retain high quality integrity in the system.

He cited the recent notice of receipt of a \$25,000 Justice Assistance Grant (JAG) to purchase mobile dual band radios for the command vehicles that operate on both 150 megahertz frequency, the current system, and 850 megahertz frequency, the digital system used by surrounding communities and the State of Michigan, including Western Michigan University.

The last grant he mentioned is the \$633,000 grant to replace all of the self-contained breathing apparatus. He noted that this grant was a collaboration effort for quite some time among six other fire departments, so it not only benefits the City of Portage, but also Alamo, Comstock, Pavilion, Texas and Oshtemo Townships, and the South County Fire Authority. He explained that the City of Portage wrote the grant, accepted fiduciary responsibility for the collection of the matching funds and the responsibility for the distribution of the equipment. He pointed out that this allows for standardization of the equipment and uniformity within the other communities in the County. He further described some of the advantages of the upgraded equipment.

He explained how the Alternative Medical Response Program has resulted in the reduction of response time by 2-2½ minutes for most census tracks and realized savings on fuel and repair bills since the smaller, more maneuverable vehicles are being used for responses to medical emergencies instead of the big fire trucks. He indicated that he plans to provide a report to City Council once the final set of data has been gathered.

With regard to the City Council goals of providing high quality, effective and cost efficient delivery of police services, Mr. White discussed retirements, the accreditation process, staff training and a recent extended leave for one of the Deputy Police Chief, which allowed for movement of staff into various temporary positions from Deputy Chief, to Lieutenant to Sergeant to determine whether or not the position would be something of interest to him or her in the future. He mentioned that it was also an opportunity for the Public Safety Director and the Deputies to evaluate the personnel involved. Finally, he indicated that all staff members were introduced to the budget process, including the use of the HTE System, and were responsible for writing all of the narratives in the Public Safety Budget Division information pages. Discussion followed.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:23 p.m.

James R. Hudson, City Clerk

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
March 2013 (*updates in italics*)

Project/Activity	Description	Status
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	<ul style="list-style-type: none"> -City Council awarded a 3 year contract to American Hydrogeologic Corporation (AHC) on February 23, 2010 to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. 2011 sampling completed in March. Investigation into methane gas presence in the groundwater continues. First round of sampling completed in April 2012. Second round of sampling completed in June 2012. Initial results indicate no off-site impact. Annual report submitted to MDEQ. Review meeting held September 21, 2012 with MDEQ with follow-up in October. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. <i>Weekly methane sampling is continuing on-site to collect base line data.</i>
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	<ul style="list-style-type: none"> -Coordination with property owners and City or State agencies ongoing. -<i>Review of 3 site/building plans and/or plats completed in March 2013.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<ul style="list-style-type: none"> -<i>Sanitary sewer hookup permits issued in March 2013: 1 residential; 3 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	<ul style="list-style-type: none"> -Five Year Lake Management Assessment District process was approved by City Council on March 23, 2010. Construction began on the Austin Dam reconstruction in December 2006 and new structure completed in March 2007. Filtration system construction was substantially completed in July 2008. Lake Association has completed 2012 plan and lake treatment completed in May 2012. Permitting complete for the 2013 season. <i>Treatment to be performed by Aquatic Services, Inc. The Association has selected to use Restorative Lake Services for consulting services for 2013.</i>
Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	<ul style="list-style-type: none"> -Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. On March 23, 2010, City Council awarded a four-year contract to Wightman Environmental. This program will focus primarily on

groundwater level information. The 2012 report received and groundwater levels, especially on the east side of Portage, have decreased as a result of seasonal rainfall deficiencies. Typical groundwater table elevation is stable with 2012 levels.

Wellhead Protection Program (WHPP)

Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.

-Wellhead Protection Grant award received from MDEQ on August 30, 1999 and Council accepted the grant on October 5, 1999. Council also awarded contract to Earth Tech to complete WHPP. Earth Tech completed the final wellhead protection plan and MDEQ submittal was made on October 14, 2000. Plan was reviewed by MDEQ with written approval received in March, 2001. Staff has met internally to discuss the future needs to update the plan pending grant opportunities. Plan implementation is ongoing.

Leaf Compost Monitoring Program

Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.

-City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi annual sampling was performed from 2002 to 2011 in June and January. Sampling and analysis results continue to show no groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2012 with minimal groundwater impacts. Next sampling in June 2013.

National Pollution Discharge Elimination System (NPDES) permit implementation

Five year plan to implement the current NPDES stormwater permit.

-Received NPDES general permit on August 15, 2001. Renewal Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWPPP) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. SWPPI was submitted for MDEQ approval on June 25, 2010. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. The 2010-11 annual report was submitted on January 20, 2012. Storm water informational talk was given to Pfizer, Inc., employees on April 28, 2012. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. Several follow-up items with MDEQ were addressed by staff in December 2012. City website updated in February to provide education of Illicit Storm Water Discharge. Program implementation is ongoing.

National Pollution
Discharge Elimination
System (NPDES) permit
implementation

Kalamazoo River Mainstem Watershed
Management Plan

-First meeting was held September 17, 2004. Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Review comments received from MDEQ and revised watershed plan due in December 2006. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

Portage River Watershed Management
Plan

-Public participation plan submitted June 28, 2004. Proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Based upon MDEQ comments, the plan was revised and resubmitted on December 21, 2009. Interest has been raised by local conservation groups to update the current Watershed Plan using grant funds. Meeting held on May 9, 2011 among stakeholders to determine interest in updating the current Watershed Plan. Second meeting held on June 20, 2011, and grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan. Grant for watershed update was awarded to Calhoun County Conversation District. First kick-off meeting held December 13, 2012 to introduce working partners and information gathering. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed.

Plan to implement and maintain an
Illicit Discharge Elimination
Program (IDEP).

-On October 21, 2001, City Council awarded a contract to Fishbeck, Thompson, Carr and Huber for the Portage Creek element of the IDEP, which was completed in July 2002. On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled "Storm Water Illicit Discharges and Connections." On April 28, 2004, City Council accepted a grant from the State of Michigan in the amount of \$152,264 and awarded a contract to Fishbeck, Thompson, Carr and Huber in the amount of \$184,264 for the remainder of the IDEP for the entire city. Program implementation is ongoing as funding allows. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on

June 25, 2010, and part of the SWIPPI. Two potential illicit discharges were investigated with MDEQ in February 2012. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges. The 2013 program starts in June. Implementation is ongoing.

Storm Sewer Outfall Testing

On March 23, 2011, City Council awarded a four year contract to Wightman Environmental to perform testing of selected storm sewers which discharge to surface water. This work is required as part of the NPDES permit. The 2011 annual report received with minor surface water impacts from the Woodland Avenue discharge. The 2012 report received with continuing minor impacts from the Woodland Avenue outfall. Testing results are reported to MDEQ as part of the NPDES annual report.

Garden Lane Arsenic Removal Facility
Construction of a water treatment facility at the Garden Lane Wellfield to remove arsenic, iron and manganese from the groundwater.

Facility is in operation with ribbon cutting held August 2, 2010. The facility is producing approximately one million gallons of water per day. Facility is in regular operation. Plant tour for Stryker Engineering group was held on June 19, 2012. City Staff in conjunction with the Environmental Board is working on a sustainable native planting landscape design with Native Connections, Inc., for the facility. Regrading and installation of native landscaping seeding completed on November 16, 2012. Germination results in spring 2013 will determine if additional seeding is required.

Environmental Incident/Spill Clean Up Notification

Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.

-The number of environmental incident/spill investigations performed in March 2013 - 0. Number of environmental cleanups in March - 0. Emergency spill response contract for 2013-14 with Terra Contracting has been renewed.

Hampton Wetland Area Water Level

Assistance with the Inverness Condominium Association to Review Surface Water Levels

-Ongoing assistance with the Condominium Association to develop appropriate measures to regulate the rising water level in Hampton Wetlands Area located on the north side of West Centre Avenue and east of Angling Road. Met with MDEQ staff to determine feasible method to lower water levels. Association currently working with MDEQ permit staff on February 26, 2010 to clarify permit requirements. Lower groundwater table elevation has reduced the concerns from the Condominium Association. Conference call with MDEQ held on December 8, 2010 to discuss permit submission updates. Condo Association discussing project with other property owners for support. Association submitted a letter to City Administration asking that the city consider the Wetland Water Level Regulation a municipal project. On March 22, 2011, city staff response recommending the Association consider Governmental Lake Board. The Association is considering next steps. No new developments.

**Southwest Michigan Regional
Sustainability Covenant**

Collaborative effort with local government, academic, and other stakeholders to lead toward environmental, economic and social sustainability.

Seasonal low water levels have reduced the urgency to control water levels.

-On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDNRE for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.